



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:

CMC-MHF
JUL 11 1997

WHITE LETTER NO. 07-97

From: Commandant of the Marine Corps
To: All General Officers
All Commanding Officers
All Officers in Charge

Subj: FUNDING SOURCES AND ISSUES OF THE KEY VOLUNTEER NETWORK
(KVN) PROGRAM

1. The KVN is an official Marine Corps program. This status permits the KVN to compete for access to Morale, Welfare, and Recreation (MWR) nonappropriated funds (NAF) for KVN functions related to morale and welfare.

2. As an official Marine Corps program, volunteers within the KVN may receive the following support:

a. Appropriated Funds (APF) Support. Key volunteers may receive support such as office space, meeting space/facilities, storage space, office supplies and equipment (including computers), and transportation as authorized by the commanding officer for official KVN functions.

b. Reimbursement of Incidental Expenses. Key volunteers are authorized to be reimbursed for incidental expenses (i.e., mileage for official functions, child care, official long distance phone calls, parking and tolls, and invitational travel orders for travel in the performance of official duties). Reimbursement for these incidental expenses may come from APF or NAF.

c. Workman's Compensation and Tort Claims Protection. Key volunteers benefit from Workman's Compensation and Tort Claims Protection pursuant to Title 10, U.S. Code, Section 1588.

d. Full Marine Corps Endorsement. Commanding officers are permitted to endorse the KVN because it is an official Marine Corps program.

e. Official Mail. Official mail is authorized for official Marine Corps programs pursuant to MCO P5110.4 and DoD Instruction 4525.8-M.

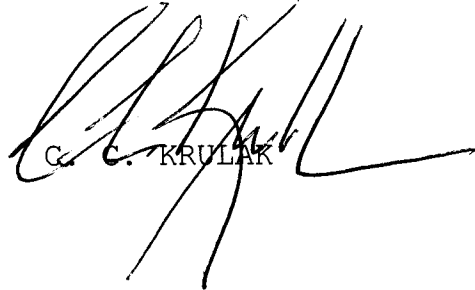
f. Government Printing and Government Supply System. Access to the Government Printing and Supply System is available for official Marine Corps programs.

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g. NAF Support. KVN programs may qualify for NAF support when conducting an MWR event; however, each KVN will request NAF support from their local MWR activity in advance of the event. All NAF expenditures must be prudently planned and authorized. Funding decisions will be made on a case-by-case basis depending on merit, need, and available resources.

3. Since the KVN is an official APF-funded Marine Corps program, key volunteers may not engage in fundraising for the purpose of augmenting the APFs provided for the execution of the program. This prohibition does not apply to persons acting in their individual capacity from raising funds in support of activities or programs for which APFs are not authorized.

4. I charge each of you to fully support and use your key volunteers as an integral part of our Total Force. This White Letter will be made part of all appropriate Key Volunteer, MWR and legal turnover files.


G. C. KRULAK